



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

PROPERTY CONTROLLER II

\$3,297 - \$4,005

FRAUD DIVISION – NORTHERN REGION

LOCATION TO BE DETERMINED

RESPONSIBILITIES:

Under the direction of the Northern California Region Bureau Chief, the Property Controller II is the lead of designated property staff within multiple Northern Regional Offices. The incumbent works with Enforcement Branch Headquarters, the regional office Captains or designees and is responsible for property acquisitions, transfers, and surveys annually. All work to be accomplished in accordance with the California Department of Insurance (CDI), Fraud Division Manual, Enforcement Branch's (EB) Policy and Procedures Manual (PPM), directives and bulletins. The incumbent performs tasks by utilizing various computer databases and software packages including but not limited to, Microsoft Access, Word, Excel, PowerPoint and Outlook. Travel via public and/or private transportation (i.e. airplane, automobile, etc.) may be required. ***Background check, finger printing and a medical exam is required.***

DESIRABLE QUALIFICATIONS:

- Knowledge of methods and practices in recording, inspecting, maintaining, receiving, issuing and recording inventory; accounting for and disposing of property and state records in accordance with applicable Government Code(s), the State Administrative Manual (SAM), and departmental policies and procedures;
- Knowledge of departmental automated systems and various Microsoft applications such as Word, Excel, Access, etc.;
- Must possess organization skills;
- Ability to work in a team environment with commitment and a cooperative attitude;
- Ability to lift containers not to exceed 50 pounds and to utilize an OSHA approved step ladder;
- Ability to work independently using sound judgment and willingness to exercise a high degree of initiative;
- Ability to handle sensitive and confidential issues and materials;
- Ability to maintain a courteous and professional demeanor at all times; and
- Excellent public relations skills and communications skills.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Property Controller II level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

SS010813

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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APPLICATION PROCEDURE:

Send a completed standard State of California application to Sophia Santiago, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "PROPERTY CONTROLLER II, PSN # 413-XXX-1549-XXX" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3310 or email sophia.santiago@insurance.ca.gov.

FINAL FILING DATE: Friday, January 18, 2013 by 5:00pm, Close of Business

PLEASE NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate state application (std 678) is required for each recruitment for which you would like to be considered.

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